



FMLA, Parental and Paid Parental Timekeeping Reporting

As of Sunday, January 8, 2017, the Accrual Categories for Family Medical Leave Act (FMLA) and unpaid Parental leave (tracking) became available. Approved and provisioned FMLA and Parental leave (tracking) are to be recorded using an additional row, as applicable. Note: There is no cash value to FMLA or PARENTAL leave.

Effective November 7, 2022, Paid Parental Leave (PPL) is available to eligible County employees (see Bill No. 10-22). Paid Parental Leave (PPL) is separate from Parental Leave (tracking). Eligible Employees who are approved for Paid Parental Leave (PPL) hours will receive an additional six weeks (240 hours) annually, of paid leave to use during the approved Paid Parental Leave (PPL) period. The Paid Parental Leave will be used concurrently with FMLA (when eligible) and likely before the employee uses personal leave types or the Parental leave (tracking).

Pay Codes

FMLA
PAID PARENTAL LEAVE
PARENTAL

Leave Accrual Categories

Accrual Code	Accrual Available Balance
ANNUAL LEAVE	132.0
COMP LEAVE	36.0
COMP LEAVE SUPP	0.0
FMLA TRACKING	400.0
MCGEO SLB	0.0
PAID PARENTAL LEAVE	240.0
PAID TIME OFF	64.0
PARENTAL TRACKING	0.0
PERSONAL DAY	1.0
RELIGIOUS LEAVE	0.0
SICK AND SAFE LEAVE	0.0
SICK LEAVE	60.0

Employees may apply for the FMLA, Paid Parental and Parental Tracking through OHR/OMS. This document will outline the best practices of timecard recording for the scenarios listed below. Please be advised, these scenarios do not capture all possible valid usages of the FMLA and Parental leave codes (both paid and tracking). Please forward any questions to the MCtime team for clarification.

Timecard reporting should be recorded in the following manner:

Step 1) First indicate how (or if) the employee will be paid (\$) using the appropriate leave code:

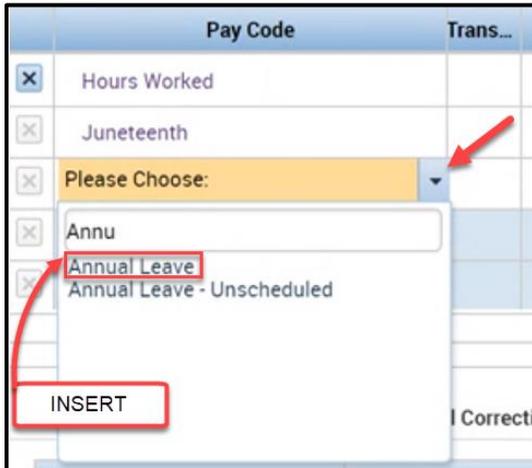
Annual Leave / Sick Leave / Paid Parental Leave (PPL) / Family Sick Leave / Disability Lv- Workers' Comp/ Admin Leave – Temp Disability / Paid Time Off (PTO) or Leave Without Pay (LWOP)





FMLA, Parental and Paid Parental Timekeeping Reporting

Step 2) Select FMLA tracking code (if eligible)



Step 3) Select Parental tracking code (if eligible or applicable)

Note: When using Paid Parental Leave (PPL), you it is not necessary to add the Parental leave (tracking)

Step 4) Save timecard - When you save the timecard, the system may adjust the order that the rows display on the timecard.

Timecard Reporting Scenarios Covered in this Document

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FMLA, Parental and Paid Parental Timekeeping Reporting

Absences unrelated to FMLA and/or Parental

For FMLA and Parental eligible employees, when an absence occurs that is not related to the FMLA or Parental Leave event, a comment should be added to the date. Choose the most appropriate comment, based on FMLA &/or Parental Leave Balances. See also: [Add Comment Job Aid](#).

Pay Code	Trans...	Sun 6/18	Mon 6/19	Tue 6/20	Wed 6/21	Thu 6/22	Fri 6/23	Sat 6/24	Total
Hours Worked				2.0					2.0
FMLA						4.0			4.0
Juneteenth			0.0						
Sick Leave				2.0		4.0			6.0
<Enter Pay Code>									
Schedule				8:00AM-...		8:00AM-...			

Comment

Comments (0)

Select Comment

- employ
- Employee indicated Leave neither FMLA nor PARENTAL
- Employee Indicated Leave Not Related to FMLA
- Employee Indicated Leave Not Related to PARENTAL

Add

Select a Comment

Cancel OK

Multiple FMLA Approved Events

When an employee has multiple approved FMLA events, the original incident is recorded as normal. However, track both the rows with the leave type pay code and the FMLA leave tracking code used for a second (or third) FMLA reasons, with the transfer reason code on the date. See also: [Employee Task Job Aid](#).

Transfer

Name: MCGEO 2
Labor Account

Labor Account

Add Labor Account

Department-Di... Reason Code: fmla
Section-Subse... Manager:
Cost Center-F... Batt-Unit:
Expenditure O...

DOT031 LWOP FMLA
FMLA 2ND SECOND REASON FOR FMLA HOURS-MULTIPLE
FMLA 3RD THIRD REASON FOR FMLA HOURS-MULTIPLE AP





FMLA, Parental and Paid Parental Timekeeping Reporting

Pay Code	Transfer	Sun 6/18	Mon 6/19	Tue 6/20	Wed 6/21	Thu 6/22	Fri 6/23	Sat 6/24	Total
<input checked="" type="checkbox"/> Hours Worked				2.0					2.0
<input checked="" type="checkbox"/> FMLA				2.0					2.0
<input checked="" type="checkbox"/> FMLA	////FMLA 2ND//					4.0			4.0
<input checked="" type="checkbox"/> Juneteenth			0.0						0.0
<input checked="" type="checkbox"/> Sick Leave				2.0					2.0
<input checked="" type="checkbox"/> Sick Leave	////FMLA 2ND//					4.0			4.0
<input checked="" type="checkbox"/> <Enter Pay Code>									
<input checked="" type="checkbox"/> Schedule				8:00AM-...		8:00AM-...			

ORIGINAL FMLA

2nd FMLA

Paid Personal Leave Type with FMLA

In this example, the employee records a paid personal leave type like Sick Leave and FMLA for each day.

Pay Code	Transfer	Sun 6/18	Mon 6/19	Tue 6/20	Wed 6/21	Thu 6/22	Fri 6/23	Sat 6/24	Total
<input checked="" type="checkbox"/> Hours Worked									
<input checked="" type="checkbox"/> FMLA				4.0		4.0			8.0
<input checked="" type="checkbox"/> Juneteenth			0.0						0.0
<input checked="" type="checkbox"/> Sick Leave				4.0		4.0			8.0
<input checked="" type="checkbox"/> <Enter Pay Code>									
<input checked="" type="checkbox"/> Schedule				8:00AM-...		8:00AM-...			
<input checked="" type="checkbox"/> Daily Total				8.0		8.0			16.0

Totals				
Account	Pay Code	Amount	Wages	
LIB 71-2008/LIB 71-2011-/-/-/7548/-	FMLA	8.0		\$0.00
LIB 71-2008/LIB 71-2011-/-/-/7548/-	Regular	8.0		\$120.00
LIB 71-2008/LIB 71-2011-/-/-/7548/-	Sick Leave	8.0		\$120.00
LIB 71-2008/LIB 71-2011-/-/-/7548/-	Total Hrs Towards Schedule	16.0		\$240.00





FMLA, Parental and Paid Parental Timekeeping Reporting

Leave Without Pay (LWOP) with FMLA

In this example, the employee records Leave Without Pay and FMLA for each day.

Pay Code	Transfer	Sun 6/18	Mon 6/19	Tue 6/20	Wed 6/21	Thu 6/22	Fri 6/23	Sat 6/24	Total
<input checked="" type="checkbox"/> Hours Worked									
<input checked="" type="checkbox"/> FMLA				4.0		4.0			8.0
<input checked="" type="checkbox"/> Juneteenth			0.0						
<input checked="" type="checkbox"/> Leave Without Pay				4.0		4.0			8.0
<input checked="" type="checkbox"/> <Enter Pay Code>									
<input checked="" type="checkbox"/> Schedule				8:00AM-...		8:00AM-...			
<input checked="" type="checkbox"/> Daily Total				8.0		8.0			16.0

Totals			
Account	Pay Code	Amount	Wages
LIB 71-2008/LIB 71-2011-/-/-/-/7548/-	FMLA	8.0	\$0.00
LIB 71-2008/LIB 71-2011-/-/-/-/7548/-	Leave Without Pay	8.0	\$0.00
LIB 71-2008/LIB 71-2011-/-/-/-/7548/-	Total Hrs Towards Schedule	8.0	\$0.00

Additionally, no wages are shown for Leave Without Pay or FMLA pay codes. Please note, once the timecard is saved, the order of the rows may change.





FMLA, Parental and Paid Parental Timekeeping Reporting

Paid Parental Leave with FMLA (1316 NPP)

In this example, the employee records Paid Parental Leave as of their qualifying event (Wednesday 11/16), having applied for the Paid Parental Leave (PPL) and FMLA leave prior to the qualifying event.

Pay Code	Transfer	Sun 6/25	Mon 6/26	Tue 6/27	Wed 6/28	Thu 6/29	Fri 6/30	Sat 7/01	Total
<input checked="" type="checkbox"/> Hours Worked			8.0	8.0					16.0
<input checked="" type="checkbox"/> FMLA					8.0	8.0	8.0		24.0
<input checked="" type="checkbox"/> PAID PARENTAL L...					8.0	8.0	8.0		24.0
<input checked="" type="checkbox"/> <Enter Pay Code>									
<input checked="" type="checkbox"/> Schedule				8:00AM-...		8:00AM-...			
<input checked="" type="checkbox"/> Daily Total			8.0	8.0	16.0	16.0	16.0		64.0

Totals Accruals Audits Historical Corrections

All All

Account	Pay Code	Amount	Wages
LIB 71-2008/LIB 71-2011-/-/-/-/7548/-	FMLA	24.0	\$0.00
LIB 71-2008/LIB 71-2011-/-/-/-/7548/-	PAID PARENTAL LEAVE	24.0	\$360.00
LIB 71-2008/LIB 71-2011-/-/-/-/7548/-	Regular	16.0	\$240.00
LIB 71-2008/LIB 71-2011-/-/-/-/7548/-	Total Hrs Towards Schedule	40.0	\$600.00

The Daily Total shows 64 hours, however, the Totals & Schedules Tab, ALL Total Hours Towards Schedule accurately reflects 40 hours.





FMLA, Parental and Paid Parental Timekeeping Reporting

Paid Personal Leave Type with FMLA and Parental

In this example, Paid Parental Leave is exhausted, and the employee elects to record Sick Leave or Annual Leave with FMLA for each day. The employee also records eligible PARENTAL leave. And no wages are shown for the FMLA and Parental (tracking) pay codes, as they are tracking codes.

Pay Code	Transfer	Sun 6/18	Mon 6/19	Tue 6/20	Wed 6/21	Thu 6/22	Fri 6/23	Sat 6/24	Total
Hours Worked									
FMLA				4.0		4.0			8.0
Juneteenth			0.0						
Leave Without Pay				4.0		4.0			8.0
PARENTAL				4.0		4.0			8.0
<Enter Pay Code>									
Schedule				8:00AM-...		8:00AM-...			
Daily Total				12.0		12.0			24.0

Totals Accruals Audits Historical Corrections

Period to Date: All Totals for 6/23/2023

Account	Pay Code	Amount	Wages
LIB 71-2008/LIB 71-2011-/-/-/7548/-	FMLA	8.0	\$0.00
LIB 71-2008/LIB 71-2011-/-/-/7548/-	Leave Without Pay	8.0	\$0.00
LIB 71-2008/LIB 71-2011-/-/-/7548/-	PARENTAL	8.0	\$0.00
LIB 71-2008/LIB 71-2011-/-/-/7548/-	Total Hrs Towards Schedule	8.0	\$0.00





FMLA, Parental and Paid Parental Timekeeping Reporting

Leave Without Pay (LWOP) with FMLA and Parental (tracking)

In this example, the employee records Leave Without Pay (LWOP) and FMLA for each day. The employee also records eligible PARENTAL leave.

Pay Code	Transfer	Sun 6/18	Mon 6/19	Tue 6/20	Wed 6/21	Thu 6/22	Fri 6/23	Sat 6/24	Total
<input checked="" type="checkbox"/> Hours Worked									
<input checked="" type="checkbox"/> FMLA				4.0		4.0			8.0
<input checked="" type="checkbox"/> Juneteenth			0.0						
<input checked="" type="checkbox"/> Leave Without Pay				4.0		4.0			8.0
<input checked="" type="checkbox"/> PARENTAL				4.0		4.0			8.0
<input checked="" type="checkbox"/> <Enter Pay Code>									
<input checked="" type="checkbox"/> Schedule				8:00AM-...		8:00AM-...			
<input checked="" type="checkbox"/> Daily Total				12.0		12.0			24.0

Totals			
Account	Pay Code	Amount	Wages
LIB 71-2008/LIB 71-2011-/-/-/7548/-	FMLA	8.0	\$0.00
LIB 71-2008/LIB 71-2011-/-/-/7548/-	Leave Without Pay	8.0	\$0.00
LIB 71-2008/LIB 71-2011-/-/-/7548/-	PARENTAL	8.0	\$0.00
LIB 71-2008/LIB 71-2011-/-/-/7548/-	Total Hrs Towards Schedule	8.0	\$0.00

Note that Total Hrs Towards Schedule accurately reflects only 8 hours. Additionally, no wages are shown for the Leave Without Pay (LWOP), FMLA and Parental (tracking) pay codes.





FMLA, Parental and Paid Parental Timekeeping Reporting

Paid Parental Leave without FMLA

In this example, the employee qualifies and is approved for Paid Parental Leave, yet is ineligible for FMLA and/or Parental Leave (tracking). The employee will utilize their Paid Parental Leave to be compensated.

Unless ineligible for FMLA or FMLA is exhausted, the Paid Parental Leave is required to be used concurrently with FMLA.

Pay Code	Transfer	Sun 6/25	Mon 6/26	Tue 6/27	Wed 6/28	Thu 6/29	Fri 6/30	Sat 7/01	Total
<input checked="" type="checkbox"/> Hours Worked									
<input checked="" type="checkbox"/> PAID PARENTAL L...				4.0		4.0			8.0
<input checked="" type="checkbox"/> <Enter Pay Code>									
<input checked="" type="checkbox"/> Schedule				8:00AM-...		8:00AM-...			
<input checked="" type="checkbox"/> Daily Total				4.0		4.0			8.0

Account	Pay Code	Amount	Wages
LIB 71-2008/LIB 71-2011-/-/-/-/7548/-	PAID PARENTAL LEAVE	8.0	\$120.00
LIB 71-2008/LIB 71-2011-/-/-/-/7548/-	Total Hrs Towards Schedule	8.0	\$120.00





FMLA, Parental and Paid Parental Timekeeping Reporting

Parental (tracking)

In this example, an employee has exhausted their Paid Parental Leave and their FMLA balances.

The employee records their personal leave type, Annual Leave with Parental leave (tracking) for each day.

Pay Code	Transfer	Sun 6/25	Mon 6/26	Tue 6/27	Wed 6/28	Thu 6/29	Fri 6/30	Sat 7/01	Total
<input checked="" type="checkbox"/> Hours Worked									
<input checked="" type="checkbox"/> Annual Leave				4.0		4.0			8.0
<input checked="" type="checkbox"/> PARENTAL				4.0		4.0			8.0
<input checked="" type="checkbox"/> <Enter Pay Code>									
<input checked="" type="checkbox"/> Schedule				8:00AM-...		8:00AM-...			
<input checked="" type="checkbox"/> Daily Total				8.0		8.0			16.0

Account	Pay Code	Amount	Wages
LIB 71-2008/LIB 71-2011-/-/-/7548/-	Annual Leave	8.0	\$120.00
LIB 71-2008/LIB 71-2011-/-/-/7548/-	PARENTAL	8.0	\$0.00
LIB 71-2008/LIB 71-2011-/-/-/7548/-	Total Hrs Towards Schedule	8.0	\$120.00





FMLA, Parental and Paid Parental Timekeeping Reporting

Leave Without Pay (LWOP) with Parental (tracking)

In this example, the employee records Leave Without Pay (LWOP) and Parental leave (tracking) for each day.

Pay Code	Transfer	Sun 6/25	Mon 6/26	Tue 6/27	Wed 6/28	Thu 6/29	Fri 6/30	Sat 7/01	Total
<input checked="" type="checkbox"/> Hours Worked									
<input checked="" type="checkbox"/> Leave Without Pay				4.0		4.0			8.0
<input checked="" type="checkbox"/> PARENTAL				4.0		4.0			8.0
<input checked="" type="checkbox"/> <Enter Pay Code>									
<input checked="" type="checkbox"/> Schedule				8:00AM-...		8:00AM-...			
<input checked="" type="checkbox"/> Daily Total				8.0		8.0			16.0

Account	Pay Code	Amount	Wages
LIB 71-2008/LIB 71-2011-/-/-/7548/-	Leave Without Pay	8.0	\$0.00
LIB 71-2008/LIB 71-2011-/-/-/7548/-	PARENTAL	8.0	\$0.00
LIB 71-2008/LIB 71-2011-/-/-/7548/-	Total Hrs Towards Schedule	8.0	\$0.00

Note Total Hrs. Towards Schedule accurately reflects only 8 hours. Additionally, no wages are shown for Leave Without Pay (LWOP) or PARENTAL pay codes.





FMLA, Parental and Paid Parental Timekeeping Reporting

Paid Parental Leave with a Holiday

In this example, the employee records Paid Parental Leave and FMLA for the full week. If a holiday falls in that week, the holiday is also tracked with FMLA. Since the employee is compensated with Holiday Leave, use the unpaid Parental leave (tracking) code.

Pay Code	Transfer	Sun 9/03	Mon 9/04	Tue 9/05	Wed 9/06	Thu 9/07	Fri 9/08	Sat 9/09	Total
<input checked="" type="checkbox"/> Hours Work...									
<input checked="" type="checkbox"/> FMLA			8.0	8.0	8.0	8.0	8.0		40.0
<input checked="" type="checkbox"/> Labor Day			8.0						8.0
<input checked="" type="checkbox"/> PAID PARE...				8.0	8.0	8.0	8.0		32.0
<input checked="" type="checkbox"/> PARENTAL			8.0						8.0
<input checked="" type="checkbox"/> <Enter Pay ...									
<input checked="" type="checkbox"/> Schedule			8:00AM-4:0...	8:00AM-4:0...	8:00AM-4:0...	8:00AM-4:0...	8:00AM-4:0...		
<input checked="" type="checkbox"/> Daily Total			24.0	16.0	16.0	16.0	16.0		88.0

When the leave occurs on both sides of the holiday, the tracking codes should continue.

However, if the holiday falls during a week when the employee is taking less than the week of leave (intermittent) the holiday is not counted as FMLA leave, unless the employee was scheduled and expected to work on the holiday and used FMLA leave for the day.

Pay Code	Trans...	Sun 9/03	Mon 9/04	Tue 9/05	Wed 9/06	Thu 9/07	Fri 9/08	Sat 9/09	Total
<input checked="" type="checkbox"/> Hours Worked				8.0	8.0				16.0
<input checked="" type="checkbox"/> FMLA						8.0	8.0		16.0
<input checked="" type="checkbox"/> Labor Day			8.0						8.0
<input checked="" type="checkbox"/> PAID PARENTAL LEAVE						8.0	8.0		16.0
<input checked="" type="checkbox"/> <Enter Pay Code>									
<input checked="" type="checkbox"/> Schedule			8:00AM-4:0...	8:00AM-4:0...	8:00AM-4:0...	8:00AM-4:0...	8:00AM-4:0...		
<input checked="" type="checkbox"/> Daily Total			8.0	8.0	8.0	16.0	16.0		56.0





FMLA, Parental and Paid Parental Timekeeping Reporting

FMLA and Parental (tracking) with a Holiday

In this example, the employee records FMLA and PARENTAL leave for a full week. If a holiday falls in that week, the holiday is also tracked with FMLA and Parental Leave.

Pay Code	Transfer	Sun 9/03	Mon 9/04	Tue 9/05	Wed 9/06	Thu 9/07	Fri 9/08	Sat 9/09	Total
<input checked="" type="checkbox"/> Hours Work...									
<input checked="" type="checkbox"/> Annual Lea...				8.0	8.0	8.0	8.0		32.0
<input checked="" type="checkbox"/> FMLA			8.0	8.0	8.0	8.0	8.0		40.0
<input checked="" type="checkbox"/> Labor Day			8.0						8.0
<input checked="" type="checkbox"/> PARENTAL			8.0						8.0
<input checked="" type="checkbox"/> <Enter Pay ...									
<input checked="" type="checkbox"/> Schedule			8:00AM-4:0...	8:00AM-4:0...	8:00AM-4:0...	8:00AM-4:0...	8:00AM-4:0...		
<input checked="" type="checkbox"/> Daily Total			24.0	16.0	16.0	16.0	16.0		88.0

When the leave occurs on both sides of the holiday, the tracking codes should continue.

However, if the holiday falls during a week when the employee is taking less than the week of leave (intermittent) the holiday is not counted as FMLA leave, unless the employee was scheduled and expected to work on the holiday and used FMLA leave for the day.

Pay Code	Transfer	Sun 9/03	Mon 9/04	Tue 9/05	Wed 9/06	Thu 9/07	Fri 9/08	Sat 9/09	Total
<input checked="" type="checkbox"/> Hours Work...				8.0	8.0				16.0
<input checked="" type="checkbox"/> Annual Lea...						8.0	8.0		16.0
<input checked="" type="checkbox"/> FMLA						8.0	8.0		16.0
<input checked="" type="checkbox"/> Labor Day			8.0						8.0
<input checked="" type="checkbox"/> PARENTAL						8.0	8.0		16.0
<input checked="" type="checkbox"/> <Enter Pay ...									
<input checked="" type="checkbox"/> Schedule			8:00AM-4:0...	8:00AM-4:0...	8:00AM-4:0...	8:00AM-4:0...	8:00AM-4:0...		
<input checked="" type="checkbox"/> Daily Total			8.0	8.0	8.0	24.0	24.0		72.0





FMLA, Parental and Paid Parental Timekeeping Reporting

FMLA and Workers' Compensation

The Family Medical Leave Act (FMLA) defines serious health condition broadly to include any “illness, injury, impairment or physical or mental condition that involves” either inpatient care or continuing treatment by a health care provider.

If the employee is eligible for leave under FMLA and the injury is considered a “serious health condition,” then pay codes: Disability- Workers’ Compensation or Admin Leave – Temp Disability should also be tracked with FMLA leave. The statute does not distinguish between work-related and non-work-related injuries.

Pay Code	Transfer	Sun 6/25	Mon 6/26	Tue 6/27	Wed 6/28	Thu 6/29	Fri 6/30	Sat 7/01	Total
<input checked="" type="checkbox"/> Hours Worked									
<input checked="" type="checkbox"/> Disability Lv-Work...				4.0		4.0			8.0
<input checked="" type="checkbox"/> FMLA				4.0		4.0			8.0
<input checked="" type="checkbox"/> <Enter Pay Code>									
<input checked="" type="checkbox"/> Schedule				8:00AM-...		8:00AM-...			
<input checked="" type="checkbox"/> Daily Total				8.0		8.0			16.0

Totals Accruals Audits Historical Corrections			
Period to Date		Totals for 7/01/2023	
All			
Account	Pay Code	Amount	Wages
LIB 71-2008/LIB 71-2011-/-/-/7548/-	Disability Lv-Work Comp	8.0	\$120.00
LIB 71-2008/LIB 71-2011-/-/-/7548/-	FMLA	8.0	\$0.00
LIB 71-2008/LIB 71-2011-/-/-/7548/-	Total Hrs Towards Schedule	8.0	\$120.00

